King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual
	Chapter 1 **Administration and Personnel Management**

1.03.024 – Jury Duty		Approved By:	Director Allen Nance
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Purpose
To establish department policy and protocols for employees who are called to jury duty.

Policy
It is the policy of this department to adhere to all federal, state and local laws when employees of the Department of Adult and Juvenile Detention (DAJD) are called for jury duty.

References
King County Personnel Guidelines, Section 14.13
Collective Bargaining Agreements
DAJD Forms: King County Absence Request Form (1394)

A. General Guidelines

1. Employees receiving a summons to appear for jury duty shall inform their supervisor as soon as possible, but no later than two (2) weeks in advance of the jury date.
2. The supervisor should review the summons prior to approving leave.
3. Employees shall complete an absence request for time spent on jury duty.
4. Employees shall contact their Supervisor immediately when dismissed from jury duty.
5. Employees shall only be excused from regular duty on those days that they are subpoenaed, and court is in session. On all other regularly scheduled workdays, the employee shall be required to work or take leave if available.
6. Employees who are eligible for leave and ordered to serve on a jury will receive their regular King County pay. Employees receiving regular pay shall, when possible, decline any jury duty pay, except for mileage, from the court system.
   a. Any monetary compensation, excluding mileage, that is received by the employee shall be turned into the DAJD Finance Section (attention: Payroll).
   b. DAJD Finance will record the payment, and forward to King County Finance.
7. Additional requirements regarding reporting for jury duty and returning to work may be found in some collective bargaining agreements. Supervisors shall review the appropriate collective bargaining agreements for their employees.

B. Procedure

1. The employee shall submit a copy of the Jury Subpoena along with a King County Absence Request Form (1394) to their Administrative Sergeant, Shift Commander, Scheduling Supervisor or Unit Supervisor as soon as they receive the notification. Additional Absence Request Forms may be needed following the completion of jury duty. Upon completion of jury duty, the employee must submit documentation from the courts for each day they were on jury duty.

*Employees who process time under RMS EI shall enter their time in RMS and forward their Jury Subpoena to their timekeeper, with a cc to their Supervisor and

ZZgrp, DAJD Payroll.

2. The Administrative Sergeant, Shift Commander, Scheduling Supervisor or Unit Supervisor shall authorize the leave by signing the King County Absence Request Form (1394).

*For employees who process time under RMS EI, the Supervisor shall authorize the leave through RMS Leave approval.

3. The Administrative Sergeant, Shift Commander, Scheduling Supervisor or Unit Supervisor shall enter the information in the Roster Management System (RMS). *Employees who process time under RMS EI enter the time into RMS.
4. The Unit Timekeeper shall process the entry and document the time in RMS.
5. If applicable, those employees called for jury duty, may have their normal work assignments adjusted.
6. If the employee is dismissed from jury duty, either entirely or partially, prior to their scheduled return to regular duty, the employee shall contact their Administrative Sergeant, Shift Commander, Scheduling Supervisor or Unit Supervisor for instructions on when to report for regular duty.
7. The Administrative Sergeant, Shift Commander, Scheduling Supervisor or Unit Supervisor shall instruct the employee when to report for regular duty.
8. The Administrative Sergeant, Shift Commander, Scheduling Supervisor or Unit Supervisor shall update RMS to reflect the employee's actual time worked and relief schedule.